



ST EGWIN'S C.E. MIDDLE SCHOOL

Attendance Policy

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Statement of intent

This policy reflects our school vision and values:



Our Vision

Our Community fosters dignity by valuing every individual and their God-given uniqueness. We endeavour to act justly, showing love and respect. We thrive through growing resilience and living together gratefully with joy.

Our Values

Love - *'Love is patient and **kind**; love does not envy or boast; it is not arrogant or rude.'*

Corinthians 13:4

Respect - *'So in everything, do to **others** what you would have them do to you...'*

Matthew 7:12

Endeavour - *'Whatever you do, **work at it with all your heart**, as working for the Lord...'*

Colossians 3:23

St Egwin's C.E Middle School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Following the framework set in section 7 of the Education Act 1996 which states that:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- (a) to age, ability and aptitude and
- (b) to any special educational needs, he/ she may have

Either by regular attendance at school or otherwise".

In a nutshell we want our pupils to attend regularly, attend punctually, attend ready to learn

We recognise that poor attendance could be a safeguarding issue and that we need to be alert as to reasons for any pupils' absence. We will also be vigilant to safeguarding concerns that could be indicated by poor attendance (see the Safeguarding policy on the school website).

1. Legal framework

This policy is written from the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE Working Together to improve school attendance 2022
[Working together to improve school attendance.pdf](#)
- Guidance for maintained schools, academies, independent schools, and local authorities
[Summary table of responsibilities for school attendance.pdf](#)

All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

St Egwin's C. E. Middle School defines "absence" as not attending school for any reason.

St Egwin's C. E. Middle School defines an "authorised absence" as:

An absence for sickness for which the school has granted leave.

Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.

Religious or cultural observances for which the school has granted leave.

An absence due to a family emergency.

St Egwin's C. E. Middle School defines an "unauthorised absence" as:

Parents keeping children away from school unnecessarily or without reason.

- Truancy before or during the school day.
- Absences which have not been properly explained.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time.
- Leaving school for no reason during the day.

St Egwin's C.E. Middle School targets "persistent absenteeism (PA)" PA i.e. less than 90% attendance. An attendance of 90% is the equivalent to missing half a day per week during an academic year.

3. Key roles and responsibilities

The governing board has overall responsibility for monitoring the implementation of the attendance policy and procedures of St Egwin's C. E. Middle School

The governing board has overall responsibility for ensuring that the attendance policy does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is ultimately responsible for the day-to-day implementation and management of the attendance policy and procedures of St Egwin's C. E. Middle School.

The school will use the 'Working together to improve school attendance' 2022 as a frame of reference to support our attendance policy.

Mr S Plane (Deputy Headteacher) has strategic responsibility for attendance and is supported by Key Stage Leads and Admin team. He can be contacted via the school office.

Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.

Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session.

The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- Transfer to another school (including out of County).
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.
- If they are absent for 20 continuous days (unauthorised) and school cannot ascertain the whereabouts of the parents and child and if they fail to return after

10 days after an extended period of absence and again parents and pupil's whereabouts cannot be found.

Parents / carers will be expected to take responsibility for the attendance of their child/children during term-time. Attendance updates to all parents will be provided with the school reports.

Parents/ carers will be expected to promote good attendance and ensure that pupils attend school every day.

If a parent/ carer is concerned about attendance they should contact the school office or form tutor initially to discuss. They may then be referred on to a Key Stage leader or assistant.

Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

All pupils are responsible for their punctuality to lessons.

4. Pupil expectations

Pupils will be expected to attend school every day.

St Egwin's C. E. Middle School expects all pupils to attend school and lessons punctually.

5. Absence procedures

Parents / carers are required to contact the school office via phone, email admin@st-egwins.worcs.sch.uk or Edu Link **every day** of any absence (except in exceptional circumstances)

A phone call will be made to the parent/ carer of any child every day they do not attend school. If parent is unavailable a message will be left requesting a call back.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the School Census System.

In the case of persistent absence, arrangements will be made for parents to speak to the Key Stage leader / Assistant Key Stage leader / Senior Leadership/ Education Welfare Officer. St Egwin's CE Middle school will work alongside the pupil & parent/ carer to remove barriers by trying to access wider support where relevant. (See Appendix 4)

Regular meetings, discussions will take place between the Education Welfare Officer, attendance secretary and Key Stage leader to discuss attendance.

Falling attendance will be monitored and appropriate action will be taken according to school policy. Parents/Carers will receive written communication in the form of Stage 1, Stage 2 and Stage 3 Attendance Letters where necessary (see Appendices 1, 2 & 3). The school will assess each case individually, support appropriately (see Appendix 4) and work collaboratively to maximise attendance (see Appendix 5)

A Fixed Penalty Notice could be issued where attendance does not improve or parents/ carers do not engage with schools.

In line with 'Children missing Education Statutory guidance' St Egwin's C. E. Middle School will inform the Local Authority if there are 10 consecutive, cumulative days absence. This procedure is put in place to monitor any extended absences and impact on education along with addressing any Safeguarding concerns.

If a parent/carer can't be contacted to ascertain a reason for absence over a period of time, the school may arrange for a home visit to be carried out to ensure the safety of a pupil and to clarify reasons for absence.

5 Contact information

Parents/ carers must provide at least two accurate and up-to-date contact details.

Parents / carers are responsible for updating the school if the details change.

6 Attendance register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

A register will also be taken each lesson. Staff will email the office if a pupil listed present in school is not in attendance in their lesson. The lesson teacher will be advised if an unavoidable absence has happened to stop a pupil attending a particular lesson.

St Egwin's C. E. Middle School will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon

- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- W = Work experience
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- J = At an interview with prospective employers, or another educational establishment
- D – Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z – Pupil not on admission register

Authorised absence is where school has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as justification for absence. (DfE 2020)

Unauthorised absence is where the school is not satisfied with the reasons given for the absence or for which no permission has been given. These are offences by the parent. (DfE 2020)

When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, for example: induction days.

Every entry into the attendance register will be preserved for three years.

7 Education Welfare Officer

If pupils are persistently absent, pupils will be referred to our Education Welfare Officer who will attempt to resolve the situation through various strategies as agreed in partnership with school.

If the situation cannot be resolved and attendance does not improve, the Education Welfare Officer will collate evidence and request sanctions such as prosecutions or penalty notices from the Local Authority.

8 Punctuality

The school gates are open at 8am. Pupils are expected to be at school by 8.20am and in registration by 8.30am. Any pupil arriving after 8.35am needs to report to the school office to be signed in and registered. Any pupil doing so after 8.40am will be recorded as late. Registers will close at 9.10am. Any child arriving after the close of registers will receive an unauthorised late mark unless a satisfactory reason is given. Taking siblings to school, car troubles, pupils refusing to get dressed etc. are sometimes part of life but not acceptable reasons to authorise a late arrival to school.

9 Missing children

Pupils are not permitted to leave the school premises during the school day unless they have permission from a Senior leader or Key Stage leader.

The following procedures will be taken in the event of a pupil going missing during the school day:

- The member of staff who has noticed the missing pupil will inform a member of the **Senior Leadership Team, the office/Admin Team, or DDSL** immediately.
- The admin/office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- Staff will conduct a thorough search of the school premises.

If the pupil has not been found quickly then the parents (or other emergency contact if parents / carers uncontactable) of the pupil will be notified.

If the parents/ carers have had no contact from the pupil, then the police may be contacted.

The incident will be recorded using our record keeping systems by the person notifying the parents.

If the missing pupil has an allocated social worker, is a Child who is Looked After (CLA), or has any special educational needs and/or disabilities, then the appropriate personnel will be informed.

When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

The Head teacher or senior teacher will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.

Parents / carers and any other agencies will be informed immediately when the pupil has been located.

A member of Senior Leadership will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

Policies and procedures will be reviewed in light of the incident.

11. Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. In order to support good attendance, we may:

- create an Educational Health care plan
- work with parents / carers to develop specific support approaches for attendance for pupils with special educational needs and disabilities
- establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
- Ensure data is regularly monitored for these groups

Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority.

12. Part-time timetables

In very exceptional circumstances we may set up a part-time timetable. It will be in place for the shortest time necessary and not seen as a long term solution. It will be time limited. There will be regular reviewing with the parent/ carer. The parent / carer will agree to taking full responsibility for the care of the child when at home (in exceptional circumstances). The absence will be treated as authorised.

13 Term-time leave

At St Egwin's C. E. Middle School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

Leave during term time will only be authorised in exceptional circumstances.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. **Requests for term time absence should be requested by the parent or guardian on our Leave of Absence form at least 6 weeks in advance. Appropriate forms to request a leave of absence are available from the school office and the school website.**

If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

14 Religious observances

St Egwin's C.E. Middle School may take advice, if necessary, from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals. However, in most cases one, or for certain religious observances two days, will be seen as appropriate.

Parents / carers must inform the school in advance, where possible, if absences are required for days of religious observance.

The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

15 Appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a note and appointment card should be sent to the school.

Pupils must attend school before and after the appointment wherever possible.

16 Young carers

St Egwin's C. E. Middle School understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.

St Egwin's C. E. Middle School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies eg Worcestershire Young Carers, if appropriate.

17 Exceptional circumstances

When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

Exceptional circumstances include when a pupil is unable to attend because:

- The school is fully or partially closed.
- Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.
- The use of the 'Y' code is collected in the school census for statistical purposes.

18 Rewarding good attendance

Good and sustained improved attendance and punctuality may be formally rewarded in a variety of ways.

19 Monitoring and review

St Egwin's C.E. Middle School monitors individual pupil attendance daily and weekly. If attendance problems arise, we will contact parents/ carers to try and improve the situation and ascertain if any barriers are in place.

St Egwin's C.E. Middle School monitors attendance and punctuality throughout the year. The school has processes and protocols to address attendance concerns. For example, you may be asked to attend a meeting in school with Key Stage leaders.

St Egwin's C.E. Middle School will use the data to improve our general attendance and practices and protocols around it.

Details of our absence levels can be found upon request via the school office.

This policy will be reviewed annually.

Any changes made to the policy will be communicated to all members of staff.

Appendix 1

Stage 1 Attendance Letter

Dear [parent/carer name]

[pupil name] D.O.B. [DOB]

Re: Absences from school

Current attendance _____ % - equivalent to _____ missed _____ of education

I am writing to inform you that [pupil name] school attendance is causing concern. Their attendance has fallen to below (insert required percentage) and as a result [pupil name] is missing a significant part of learning and are at risk of falling behind their peers.

Regular attendance is of paramount importance as missing vital parts of their education will impact on their ability to progress in their learning and as I am sure you are aware it is a legal requirement for your child to attend school.

[Name] has missed [insert number of days missed and over what time period].

We know that every family's circumstances are different, and we really want to work with you to provide the best education for your child, including looking how we can address gaps in their learning due to absence.

We are aware of [insert known reasons for absence]. However, if there are any other circumstances that we may not be aware of, which is having an impact on [pupil name] attending school regularly, please do let us know.

We will continue to monitor [pupil name] attendance and look forward to seeing an improvement.

Please contact the school office on 01386 446924 as soon as you can so we can arrange to discuss any reasons for these absences or help [name] catch up on any missed schoolwork.

Yours sincerely,

Mr S Plane
Deputy Headteacher

Attendance information:

Did you know?

Absence disrupts the education of the individual pupil and the whole class. Are you aware those children who do not attend regularly:

- Do not achieve well in exams.
- Find it difficult to maintain friendships.
- Are more likely to become involved in crime.
- Miss out on opportunities in further education and the world of work?

Every minute counts:

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

- 5 minutes late every day means around 3 ½ days of education are missed.
- A score of 90% in a test would be a good result but 90% attendance means that a child will have missed around 100 lessons over a school year.

The table below illustrates impact of learning:

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Appendix 2

Stage 2 Attendance Letter

Dear [parent/carer name]

[pupil name] D.O.B. [DOB]

Re: Absences from school

Current attendance ____ % - equivalent to missed of education

On (date of first letter), we wrote to you advising that your (child's name) attendance had fallen (to percentage). Unfortunately, there has been no significant improvement in his/her attendance which is now (new percentage) and this level of school attendance is continuing to cause concern.

As stated in the first letter, regular attendance is a legal requirement, and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible.

Please contact the school office within the next 7 days if there is anything which needs to be brought to our attention.

Yours sincerely,

Mr S Plane
Deputy Headteacher

Appendix 3

Stage 3 Attendance Letter

Dear [parent/carer name]

[pupil name] D.O.B. [DOB]

Re: Absences from school

Current attendance ____ % - equivalent to missed of education

Dear Parent/Carer

I am writing to advise you that (pupil's name) school attendance has not significantly improved since I last contacted you (specify dates of letter 1 & 2).

I have enclosed a copy of (pupil's name) attendance record which shows an analysis of attendance, punctuality and whether the absences are authorised or unauthorised.

I am now formally requesting the involvement of the Education Welfare Officer who will contact you in due course to arrange a meeting. I will continue to be available to discuss this matter with you.

Please contact the school office on the number above if you would like to make an appointment with me.

Mr S Plane

Deputy Headteacher

Appendix 4

Interventions we may offer

Individual interventions/ support / improvement strategies (this is not an exhaustive list and we try to personalise our support)

Letters home to parents (generic and individual) to inform about attendance (with reports)
Telephone conversation with parents/ carers
Face to face meetings with parents/ carers
EBSA to be created with pupil, parent/carer and school
Bespoke solutions eg helping with transport costs, attendance cards, stickers and mini rewards
Where absence is largely due to parental disengagement: A home visit(s) would be appropriate. An Early Help assessment, Individual Healthcare plan, Attendance agreement may be done to support further intervention.
Liaise with external agencies like Young Carers
Allow pupils to take planned breaks from learning
Organise extra tuition if pupil is struggling academically
Organise alternative provision eg Adventure Playground
Contact parents / carers of persistent absentees frequently, including through home visits
Refer pupils to local child and adolescent mental health services (CAMHS) for support
Put a pupil on a reintegration programme
Refer pupils to one of our in-house interventions
Create a PSP for improved attendance with parents/ carers etc
Analyse particular groups to identify patterns of non-attendance. Then create group support through mentoring sessions, discussion groups to try to establish why pupils are not attending
Celebrating good attendance
Pupils with poor attendance to work with KS leaders and Education Welfare Officer to focus on how to improve attendance. This may involve supported monitoring logs and rewards.

Appendix 5

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

